



Template for the Statement of Strategy
for School Attendance

Name of school	Muire Na Dea Chomhairle Infant School
Address	Mourne Road, Drimnagh, Dublin 12.
Roll Number	17356K
The school's vision and values in relation to attendance	Regular attendance by pupils at school is key to educational attainment and success and must be actively encouraged within the school environment. Our school aims to foster a culture of regular attendance at school for all pupils – furthermore we seek to identify and support those pupils who are experiencing problems with attendance at school. To this end we hope that all children will be very happy in our school and that they will enjoy learning in an environment that is safe and secure
The school's high expectations around attendance	The school expects that in so far as possible all pupils fully attend school. Children who are not well are not expected to attend school. All children are acknowledged for their efforts to maintain a good school attendance record as per our attendance strategies.
How attendance will be monitored	<ul style="list-style-type: none"> ▪ Individual pupil attendance is recorded electronically daily (0033/2015) <u>class roll call 10-10.15am</u> <p>A pupil will be marked either present or absent at the time of roll call and where a pupil subsequently arrives after the roll call this will be entered as a late ie absent due to being late.</p> <ul style="list-style-type: none"> ▪ Regular School Attendance is actively promoted, praised and rewarded. ▪ Pupil Absence from school is monitored by class teacher and by the teacher with responsibility for attendance as deemed appropriate. (DP) ▪ Parents are notified as early as possible of any concerns regarding non-attendance in an effort to remedy the situation. In cases where pupil has missed <u>10 days</u> a letter will be sent to parents to

	<p>alert them about the matter and after 15 days parents are contacted informing them that DP will arrange a meeting.</p> <ul style="list-style-type: none"> ▪ We require that all absences be explained with a written note or medical certificate to class teacher. The class teacher will retain these notes/certificates for inspection (notes will be held on file for the school year in which they pertain to). All absences, for part or whole of any school day, must be accounted for. It is the responsibility of the parents to inform the teacher in writing about all absences. ▪ In situations where despite all efforts, a child's attendance at school does not improve, a referral will be made to the NEWB. ▪ In the event of a pupil transferring to another school - a comment on attendance is included on the pupils school report.
<p>Summary of the main elements of the school's approach to attendance:</p> <ul style="list-style-type: none"> • Target setting and targets • The whole-school approach • Promoting good attendance • Responding to poor attendance 	<ul style="list-style-type: none"> • The importance of school attendance is promoted throughout the school. • Pupils are registered accurately . • Pupil attendance is recorded daily. • Parents are notified as early as possible of any concerns regarding non-attendance in an effort to remedy the situation. • Pupil attendance and lateness is monitored by Principal and DP. • School attendance statistics are reported as appropriate to: <ul style="list-style-type: none"> • Tusla • EWO • BOM <p>Punctuality All pupils are expected to be in school on time for 9:05am.</p> <ul style="list-style-type: none"> • In the case of pupils whose punctuality is a source of ongoing concern - parents will be notified. • School Secretary records in so far as is possible lates on the Aladdin system.

Guidance for Parents

- According to the Education Welfare Act, parents/guardians are charged with the responsibility of ensuring that their child attends at a recognized school until they are 16 years of age or have completed three years post-primary education.
- The responsibility for attendance at school lies ultimately with the parents/ guardians.
- Parents are urged to co-operate with the school to ensure that their child's education is unhampered. .
- Parents are urged not to take family holidays during school term as this may have a detrimental effect on students' performance in school.
- **Parents directed towards NEWB publication "Don't let your child miss out" School website /School newsletter.**

Strategies for promoting good school attendance

- Rewards and Certificates to be presented as follows:
 - Sept to October (Full attendance to be acknowledged)
 - Christmas (A cert for full attendance since September)
 - Easter (Cert for full and 1 day absent since Jan)
 - Summer (A cert for full and 1 day absent since Easter)
 - Cert & Prize for children with full attendance for year
- Scroll of honour displayed outside classrooms monthly
- ICT Data collected for future reference. Use of reports generated by attendance software system to be analysed and reported to parents and staff where

	<p>necessary.</p> <ul style="list-style-type: none"> • Highlighting attendance profile in school newsletter. • Use of website to display photos of pupils with full/improved attendance.
School roles in relation to attendance	<p>Principal/Deputy Principal The principal and Deputy Principal monitor all attendance weekly.</p> <p>Careful monitoring of attendance 10 days absent (letter out)</p> <p>15 days absent (Text message) (Meeting with parent)</p> <p>20 days absent (NEWB system) Referral in extreme cases (Parents are notified prior to this)</p> <p>We follow guidelines as per circular 0033/2015</p>
Partnership arrangements (parents, students, other schools, youth and community groups)	<p>HSCLT School Completion Programme These operate as a means of targeting pupils where attendance is or maybe an issue.</p>
How the Statement of Strategy will be monitored	<p>The Statement of Strategy will be monitored by the Board of Management.</p>
Review process and date for review	<p>The Statement of Strategy will be reviewed as necessary.</p>
Date the Statement of Strategy was approved by the Board of Management	<p>27th September 2017</p>
Date the Statement of Strategy submitted to Tusla	<p>5th October 2017</p>